

CIVIL SERVICE COMMISSION
CANADA

INFORMATION

RESPECTING

CIVIL SERVICE EXAMINATIONS



OTTAWA
GOVERNMENT PRINTING BUREAU
1915

Dr. J. J. [illegible]
1915

Your attention is particularly invited to the competitive examinations for positions as clerks, stenographers, and typewriters, in the Second and Third Divisions of the Inside Service at Ottawa. These positions are permanent, and each successful competitor at the examinations is guaranteed an appointment. See pages 13-37.

The EDITH *and* LORNE PIERCE
COLLECTION *of* CANADIANA



Queen's University at Kingston

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The table of contents on the opposite page and the index on page 77 will assist you in finding the desired information. If you wish to make further inquiries, address your letter to the Secretary, Civil Service Commission, Ottawa.

When asking for application forms, state definitely which examination you desire to take.

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The Civil Service of Canada

THE CIVIL SERVICE OF CANADA.

1. The Civil Service of Canada is divided into two parts: the Inside Service and the Outside Service.

The Inside Service.

2. The Inside Service comprises the different departments of the Government at Ottawa, together with the Central Experimental Farm and the Dominion Astronomical Observatory at Ottawa, and the Dead Letter Branches of the different local Post Offices throughout Canada.

3. It is divided into four classes, as follows:—

The Lower Grade Offices, including such positions as messenger, sorter, packer, and porter, in which the salaries start at \$500 and go as high as \$800 a year. A general Lower Grade examination is held for entrance to this division. See page 11.

The Third Division, in which the salaries start at \$500 and go as high as \$800 a year in Subdivision B; and start at \$900 and go as high as \$1,200 a year in Subdivision A. The only general entrance examinations for the Third Division are those for clerkships, or positions as stenographers and typewriters, in Subdivision B; positions in Subdivision A are usually filled by promotion. For Third Division Examinations, see pages 13 and 15.

The Second Division, in which the salaries start at \$800 and go as high as \$1,600 in Subdivision B; and start at \$1,600 and go as high as \$2,100 in Subdivision

A. The only general entrance examination for the Second Division is that for clerkships in Subdivision B; positions in Subdivision A are filled either by promotion, or by special competitions or appointments. For the Second Division examination, see page 17.

The First Division, in which the salaries start at \$2,100 and go as high as \$2,800 in Subdivision B; and start at \$2,800 and go as high as \$4,000 in Subdivision A. There are no general entrance examinations for the First Division; positions therein are filled either by promotion, or by special competitions or appointments.

The Outside Service.

4. The Outside Service comprises the Railway Mail Service, and the local Post Offices, Custom Houses and Inland Revenue Offices. For salaries, etc., see page 74.

5. Two examinations for the Outside Service are conducted by the Civil Service Commission.

The Preliminary Examination qualifies successful candidates for positions as messengers, sorters, porters, packers; tidewaiters (Customs); assistant inspectors of weights and measures (Inland Revenue); third class clerks and railway mail clerks (Post Office). For Preliminary Examination, see page 55.

The Qualifying Examination qualifies successful candidates for positions as third class clerks, landing waiters and lockers (Customs); stenographers and typewriters and third class excisemen (Inland Revenue); third class clerks and railway mail clerks (Post Office). For Qualifying Examination, see page 57.

Examinations for Entrance to the Inside Service

1. Lower Grade Examination.

6. **QUALIFICATIONS REQUIRED.** Candidates must
- (a) be natural born or naturalized British subjects,
 - (b) have resided in Canada for at least three years,
 - (c) be between the ages of eighteen and thirty-five years at the time of examination,
 - (d) supply the required certificates respecting health, character and habits.

NOTE:—There are no age limits in the case of a candidate for the position of messenger.

7. **SUBJECTS OF EXAMINATION.** The subjects of examination are writing, spelling (including dictation) and the first four rules of arithmetic. The standard required is about that of public school work.

The maximum number of marks in each subject is 100.

Successful candidates are required to obtain 50 per cent in each subject and 60 per cent on the whole examination.

8. **FEE.** A fee of \$2.00 is payable at the time of making application. A candidate who pays this fee, but who does not present himself for examination, will receive a refund of \$1.00.

9. **TIMES OF EXAMINATION.** The examination is held once a year in the month of May. It lasts one day.

10. **PLACES OF EXAMINATION.** Where not less than three candidates make application to take an examination at the same place, they may be examined at any of the following places: Prince Rupert, Vic-

toria, Vancouver, Nelson, Edmonton, Calgary, Saskatoon, Regina, Brandon, Winnipeg, Port Arthur, Sault Ste. Marie, London, Hamilton, Toronto, Kingston, Ottawa, Montreal, Sherbrooke, Quebec, Fredericton, St. John, Moncton, Charlottetown, Yarmouth, Halifax, and Sydney. Examinations may also be held at other places not on this list, provided a sufficient number of candidates make application to be examined at any one place.

11. APPLICATION FORMS. The proper form on which to make application for examination may be obtained by writing to the Secretary of the Civil Service Commission, Ottawa. Ask for the "Lower Grade" application form.

2. Third Division Examinations.

(a) CLERKS' EXAMINATION.

12. **QUALIFICATIONS REQUIRED.** The qualifications required are given in section 6, page 11.

13. **SUBJECTS OF EXAMINATION.** The compulsory subjects are as follows:—

Writing.—To be determined from the paper on Copying Manuscripts.

Copying Manuscripts.—To make a neat and accurate copy of a manuscript which has been altered and amended in various particulars. This paper will be taken as a test of writing also.

Composition (including *Grammar*).—A test of ability (a) to write letters on given subjects, or to embody in letters certain given information in a grammatical and intelligible form; (b) to give the essential features of letters, reports, or other documents, of a non-technical character, in a clear, concise, and grammatical form.

Spelling.—Writing from dictation, and the correcting of misspelled words from a printed paper.

Typewriting.—Plain copy, and simple tabulation. Special importance attached to accuracy and neatness of work. A speed of at least thirty words per minute will be expected.

Geography.—With special reference to Canada, and general reference to North America, Western Europe, and the British Empire.

Arithmetic.—The elementary rules, fractions (vulgar and decimal), interest and discount, and simple problems involving these.

History.—A general outline of the history of Canada, England and France, from the discovery of America.

The maximum number of marks in each subject is 100, except in writing and copying manuscripts, in each of which it is 50.

Candidates who are selected for appointment must obtain 50 per cent in composition, spelling and arithmetic and 60 per cent on the whole examination.

Candidates may, if they so desire, write on either or both of the following optional subjects:—

Shorthand.—Special importance attached to accuracy. A speed of at least eighty words per minute will be expected. Tests are given at the rates of eighty and one hundred words a minute.

Book-keeping.—Double entry book-keeping for a commercial business.

The maximum number of marks in each optional subject is 100.

Where a candidate obtains over 60 per cent of the marks assigned to either or both of these subjects, the marks above 60 per cent will be added to the total of the marks obtained on the compulsory subjects in determining the standing of the candidate in order of merit.

14. FEE. A fee of \$4.00 is payable at the time of making application. A candidate who pays this fee, but who does not present himself for examination, will receive a refund of \$2.00. No additional fee is charged for examination in optional subjects.

15. TIMES OF EXAMINATION. The examinations are held twice a year, in May and November. They last for three days.

16. PLACES OF EXAMINATION. The places where examinations are held are given in section 10, page 11.

17. APPLICATION FORMS. The proper form on which to make application for examination may be obtained by writing to the Secretary of the Civil Service Commission, Ottawa. Ask for the "Third Division" application form.

(b) STENOGRAPHERS AND TYPEWRITERS' EXAMINATION.

18. QUALIFICATIONS REQUIRED. The qualifications required are given in section 6, page 11.

19. SUBJECTS OF EXAMINATION. The compulsory subjects are writing, copying manuscripts, composition, spelling, typewriting and shorthand. The ground to be covered is given in section 13, page 13.

The maximum number of marks in each subject is 100, except in writing and copying manuscripts, in each of which it is 50.

Candidates who are selected for appointment must obtain 50 per cent in each subject, and 60 per cent on the whole examination.

Candidates may, if they so desire, write upon the optional subject of book-keeping, as set forth in section 13, page 14.

Candidates may also write upon the three additional subjects of geography, arithmetic and history. The ground to be covered is the same as given in section 13, page 14. In order to be eligible for future promotion to Subdivision A of the Third Division, successful stenographers and typewriters will be required to obtain 50 per cent in arithmetic and 60 per cent on the total of the three subjects, but failure in these additional subjects will in no way affect their standing at the Stenographers' and Typewriters' examination.

20. FEE. A fee of \$4.00 is payable at the time of making application. A candidate who pays this fee, but who does not present himself for examination will receive a refund of \$2.00. No additional fee is charged for examination in optional or additional subjects, but in this connection read section 44, page 47.

21. TIMES OF EXAMINATION. The examinations are held twice a year, in May and November. They last for three days.

22. PLACES OF EXAMINATION. The places where examinations are held are given in section 10, page 11.

23. APPLICATION FORMS. The proper form on which to make application for examination, may be obtained by writing to the Secretary of the Civil Service Commission, Ottawa. Ask for the "Stenographers and Typewriters" application form.

3. Second Division Examination.

24. **QUALIFICATIONS REQUIRED.** The qualifications required of candidates who are not employed in the Third Division of the Inside Service are given in section 6, page 11.

The qualifications required of candidates who are already employed in the Third Division of the Inside Service, except such as were appointed on or before Sept. 1, 1908, and are recommended for promotion by their Deputy-Head, are as follows:—

(1) They must be between the ages of eighteen and thirty-five years at the time of examination.

(2) Their records in the reports to be furnished under the Civil Service Amendment Act must be good.

Candidates are not required to take the Third Division examination before going up for the Second Division examination.

Clerkships in the Second Division are not usually open to women, but, if female candidates so desire, they may write on the Second Division examination. If they obtain the necessary percentages, they are regarded as qualified for employment in the Second Division, should an opening arise, or in the Third Division, after the regular list of successful candidates for that division has become exhausted.

25. **SUBJECTS OF EXAMINATION.** Candidates are required to take all the five subjects of Group A and any five subjects from Group B. Candidates are not allowed to write on more than five subjects in Group B. The curriculum showing the ground to be covered in each subject is given in section 30, page 19.

Group A consists of the following subjects:—Writing, spelling, composition, literature and arithmetic.

Group B consists of the following subjects:—

Algebra.	English (For those taking the general examination in French).
Geometry.	Latin.
Physics.	German.
Chemistry.	History (modern).
Geology	Political Science.
(including mineralogy).	Economics.
Biology	Geography (general, physical and commercial).
(animal and vegetable).	Philosophy (scholastic or general).
French.	Law (English or civil).
(For those taking the general examination in English.)	

The maximum number of marks in each subject is 100, except in writing, in which it is 50.

In order to be selected for appointment, candidates must obtain 40 per cent in each subject of Group A, and 60 per cent on the whole group; they must also obtain 30 per cent in each subject taken in Group B, and 40 per cent on the whole group.

Candidates may, if they so desire, write on any or all of the optional subjects of typewriting, shorthand or book-keeping. The ground to be covered in these subjects is given in section 13, page 14.

The maximum number of marks in each of these three subjects is 100.

When candidates obtain over 60 per cent of the marks assigned to any or all of these subjects, the marks above 60 per cent will be added to any shortage that they may have in the aggregate of either or both of Groups A and B, provided that they have obtained the minimum percentage required in every subject.

26. FEE. A fee of \$8.00 is payable at the time of making application, A candidate who pays this fee, but who does not present himself for examination, will receive a refund of \$4.00. No additional fee is charged for examination in optional subjects.

27. TIMES OF EXAMINATION. The examinations are held twice a year, in May and November. They last for about one week, the first two days being taken up by the compulsory subjects, and the remaining days by the subjects of Group B.

28. PLACES OF EXAMINATION. The places where examinations are held are given in section 10, page 11.

29. APPLICATION FORMS. The proper form on which to make application for examination may be obtained by writing to the Secretary of the Civil Service Commission, Ottawa. Ask for the "Second Division" application form.

30. CURRICULUM. The curriculum for the different subjects is as follows:—

GROUP A.

WRITING.

To be determined from the paper in Composition.

SPELLING.

Writing from dictation and the correcting of misspelled words from a printed paper.

COMPOSITION (INCLUDING GRAMMAR).

The paper will include the following:—

- | | |
|-----------------------|-------------------------|
| (a) Essay Writing. | (c) Grammatical Errors. |
| (b) Precis Writing. | (d) Analysis. |
| (e) Meaning of Words. | |

ENGLISH LITERATURE.

A general knowledge of the history of English Literature from Chaucer to Tennyson, both inclusive, together with careful, but not minute, reading of the more important writers, such as Shakespeare, Milton, Wordsworth, Scott, Byron, etc.

The examination will be designed to test the candidate's first-hand knowledge of the masterpieces of English literature in both prose and poetry.

Textual questions will not be set, with the possible exception of a sight passage to test the candidate's ability to interpret literature for himself.

A choice of questions will be allowed.

Text books recommended: Stopford Brook's History of English Literature; or English Literature by William J. Long.

ARITHMETIC.

Elementary rules; vulgar and decimal fractions; square root; tables of weights and measures in common use; averages; percentages; interest; discount; practical problems in stocks, duties, taxes, commission, insurance and exchange.

Mesuration of the rectangle, triangle, circle, rectangular solid, cylinder, pyramid, and cone, with simple problems.

Text books recommended: Hamblin Smith's Arithmetic (Gage & Co.), Wentworth's Advanced Arithmetic (Ginn & Company), Loney's Arithmetic for Schools (MacMillan & Co.)

GROUP B.

ALGEBRA.

Elementary rules; highest common factor; lowest common multiple; factoring; fractions; ratio and proportion; indices and surds; simple equations of one, two, or three unknown quantities; quadratic equations of one or two unknown quantities; simple problems involving equations; theory of quadratic equations; square root; variation; progressions; permutations and combinations; binomial theorem; logarithms and their use in calculation; annuities; easy graphical problems.

Text books recommended: Todhunter and Loney (MacMillan & Co.), Hall and Knight, Elementary (MacMillan & Co.), Marsh, Elementary Algebra (Charles Scribner's Sons).

GEOMETRY.

I. Constructions for obtaining the following:—

The bisector of an angle or line-segment; perpendiculars or parallels to a given line; an angle equal to a given angle; a triangle with given parts; the division of a line segment into any number of equal parts, or internally and externally in a given ratio; a parallelogram with a given angle or side, equal to a given rectilineal figure; mean proportionals and third and fourth proportionals to given line-segments; a polygon similar to a given polygon, with the sides or areas of the two in a given ratio; the centre of a circle; tangents to a circle; common tangents in two circles; the segment of a circle to contain a given angle; inscribed, circumscribed, and exscribed circles of a triangle; a triangle in a circle, or about a circle equiangular to a given triangle; the locus of points, equidistant from two given lines; the division of a line-segment in medial section; an isosceles triangle with each base angle double the vertical angle; a square with area equal to that of a given polygon; a regular pentagon, hexagon, or decagon in a given circle; a polygon similar to a given polygon and equal in area to another.

II. The common theorems on the following:—

(a) Lines and angles, dealing with angles determined by intersecting lines; the bisectors of an angle, and the angle between them; transversals to parallel lines and the relations among the angles formed.

(b) The triangle, dealing with the sum of the angles; the relations between interior and exterior angles;

angles of an isosceles triangle; the various cases of congruence, *i.e.*, equality in all respects; the ambiguous case; the greater side opposite the greater angle; triangles with two pairs of sides respectively equal, but the third side unequal; the square on the side opposite an acute, right, obtuse angle; the sum of the squares on two sides in terms of the third side and the median to that side; the rectangle on two sides in terms of the diameter of the circumscribed circle and the altitude to the third side; the various cases of similarity; the division of two sides by lines parallel to the base; the division of the base by the bisectors of the angles with equal bases or equal altitudes; the proportion, in two triangles of equal area, among pairs of sides containing equal angles.

(c) The circle, dealing with the distance of chords from the centre; the angles at the centre and at the circumference standing on the same arc; the size of angles in a semi-circle, or in segments greater or less than semi-circles; the angles of a concyclic quadrilateral; the angle between a tangent and the radius at the point of contact; the angle between the tangent and a chord from the point of contact, and the angles in the segments of the circles determined by the chord; equality of tangents from a common point; the common centre line of two touching circles passes through the point of contact; equality of the rectangles on segments of intersecting chords, or secants; the angles at the centre, or at the circumference, proportional to the arcs on which they stand.

(d) Miscellaneous:—Areas of similar figures are proportional to the squares on corresponding sides,

or on corresponding line-segments; with three line-segments in proportion, the first is to the third as the area of any figure on the first is to that of the similar figure on the second; the rectangle on the diagonals of a concyclic quadrilateral is equal to the sum of the rectangles on the pairs of opposite sides; expression for area of triangle, and of parallelogram.

III. Questions and easy deductions on I and II or simple extensions of the constructions and theorems, also questions on the definitions involved.

Text books recommended: A School Geometry, Hall and Stevens (MacMillan & Co.), Elementary Geometry, Baker and Bourne (G. Bell & Sons, London), A New Geometry for Schools, Barnard and Child (MacMillan & Co.).

PHYSICS.

Mechanics:—Velocity, space-time diagram; acceleration, velocity-time diagram; composition of velocity and accelerations; mass, force, weight, Atwood's machine; resultant of two forces acting at a point; equilibrium; centre of gravity; simple machines, works, calculation of force exerted by machines by equality of work done on the machine and work done by the machine; fundamental properties of solids, liquids, and gases; fluid pressure, hydraulic press, density and specific gravity; specific gravity of gases; atmospheric pressure; Boyle's Law.

Light:—Sources and propagation of light; Rumford's and Bunsen's photometers; reflection and refraction at plane surfaces, the sextant; concave mirrors; convex lenses; the magnifying glass, the eye

and spectacles; combination of two lenses to form a telescope or microscope; the velocity of light; simple experiments illustrating dispersion, polarization and interference.

Heat:—Temperature and the mercury in glass thermometer; expansion of solids, liquids, and of gases at constant pressure; specific heat of solids; latent heats of fusion and evaporation; the mechanical equivalent of heat; conduction, convection, and radiation.

Sound:—Production and propagation of sound; nature of wave motion; vibration of strings; organ pipes; resonance.

Electricity and magnetism:—Natural and artificial magnets; magnetic poles; magnetization by induction; molecular theory of magnetism; lines of force; the mariner's compass; electrical attractions and repulsions, the goldleaf electroscope; electrical induction; Faraday's ice-pail experiment; the electrophorus and Whimshurst machine; magnetic heating and chemical effects of currents; simple cell; the Daniel cell; the tangent galvanometer; proportionality of current and E. M. F. for a given conductor force on a current in a magnetic field; motor; induction of currents and the dynamo; the induction coil; applications of electricity for practical purposes.

Text book recommended:—Gregory and Hadley (MacMillan).

CHEMISTRY.

I. *General*.—

States of matter. Properties of gases. Nature of chemical change. Laws of constant, multiple

and equivalent proportions. Atomic theory. Kinetic theory. Avogadro's hypothesis. Molecular and atomic weights. Isomorphism. Molecular and atomic heats. Chemical nomenclature, formulae, equations. Valency.

Solutions. Normal and molar solutions. Osmotic pressure. Electrolysis. Ionic theory. Determination of molecular weights in solution.

Reversible actions. Simple applications of Ionic theory to explanation of reactions in solution.

Endothermic and exothermic reactions.

II. *Special.*—

The ordinary methods of preparation, chief properties and most important uses of the following elements and their principal compounds: Hydrogen, chlorine, bromine, iodine, oxygen, sulphur, nitrogen, argon, phosphorus, arsenic, carbon, silicon, boron.

The composition and relation to one another of the following compounds of carbon: Methane, ethylene, acetylene; methyl and ethyl alcohol; acetic acid; glycerine fats, soap; grape-sugar, cane-sugar, starch, cellulose. Fermentation.

Coal, petroleum, coal-gas, oil-gas, combustion, flame, luminosity.

The chief sources, preparation, properties and most important uses of the following metals and their principal compounds: sodium, potassium, barium, calcium, magnesium, zinc, mercury, copper, silver, gold, aluminum, tin, lead, chromium, manganese iron.

Analogies in the properties of elements. Periodic law.

Text books recommended.—Smith's General Chemistry for Colleges, Smith's General Inorganic Chemistry, or Holleman's Text-Book of Inorganic Chemistry (Trans. by Cooper), supplemented by pp. 327-36 of "Smith's General Chemistry for Colleges," or an equivalent treatment of carbon compounds.

GEOLOGY.

Definition and scope of the science of geology.

Subdivisions of the science.

A knowledge of some thirty of the commonest minerals found in the earth's crust, and of their economic uses if any.

An acquaintance with the chief rock types of which the earth's crust is composed.

Structure of the earth—Stratification, folds, faults, joints, etc. Dykes, sheets, necks, laccolites, etc.

Dynamical Geology.—Solution, river and coast erosion—Glaciers and ice erosion—Sedimentation, deltas, etc.—Cycles of erosion.

Action of the igneous forces—Character of the earth's interior—Volcanoes and their products—Earthquakes—Elevation of land—Mountain building. Metamorphism and metamorphic rocks. Mineral veins.

Historical Geology.—The Copernican and Ptolemaic Theories. Laplace's Theory. The Planetesimal Hypothesis.

The Geological Column and its subdivisions.

A knowledge of the character, subdivisions, and distribution in Canada, of the more important elements of the Geological Column (Systems and Series).

The processes of entombment and preservation of organic remains in the rocks of the earth's crust. The value of such fossils in the study of geology.

The successive stages in the evolution of the North American continent.

A general knowledge of the common types of life characteristic of each geological period.

The Glacial Age in Canada and other countries.

The advent of man. The Stone Age, The Bronze Age, The Iron Age.

Text book recommended: An Introduction to Geology, by W. B. Scott (MacMillan & Company).

BIOLOGY.

1. *Elements of Zoology*.—The candidate will be examined on his acquaintance with the structure of the various types prescribed below:—

Vertebrate Types.—(1) The fish.—Any one of the commoner fishes of Canada may be studied; special attention should be given to the organs of locomotion, circulation, respiration.

(2) The frog.—Comparison with the fish as to organs above mentioned—observation of the development of the spawn of one or more amphibia.

(3) The reptile.—A study of the external form of a turtle and a snake, and comparison of both with a lizard.

(4) The bird.—Special attention should be given to the plumage, the bill, and feet and to the modifications of the skeletal, muscular and respiratory system in connection with aerial life.

(5) The mammal.—Characters of the chief domesticated and wild mammals of Ontario must be studied, as well as the main facts of internal structure of one of the smaller forms (*e.g.*, the rabbit). Comparison of the teeth and feet of the pig, horse, sheep, rabbit, dog, mole, bat.

Invertebrate Types.—(1) Study of the crayfish as a type of the arthropods. Comparison of the external form of the crayfish with an insect (*e.g.*, grasshopper, cricket, or cockroach), also with a millipede and a spider.

(2) Unsegmented and segmented worms (Planaria or Distome) and earthworm or leech.

(3) Fresh water mussel and snail.

(4) A fresh-water unicellular animal such as an Amoeba or Paramecium.

The natural habits of the various animals studied.

Elements of zoological classification based on forms studied.

Text books recommended: Hunter's Elements of Biology or Sharpe's Laboratory Manual of Biology (American Book Co.).

2. *Botany.*—The candidate will be required to show an elementary knowledge of the following topics:—

(a) Seed-plants: The gross morphology and minute structure of roots, stems, leaves, buds, flowers, fruits,

and seeds; asexual reproduction; pollination and fertilization; and dispersal of seeds.

(d) Seedless-plants: The structure and life-history of a lycopod, a horse-tail, a fern, a moss, a liverwort a mushroom, a rust, a mould, a lichen, a multicellular alga, a unicellular alga, a yeast, a bacterium.

(c) Plant-physiology, including nutrition, transpiration, respiration, growth, movement, variation, hybridization, adaptation to environment.

(d) Characteristics of the principal families of Canadian seed-plants.

Text book recommended: Principles of Botany, by Bergen and Davis.

FRENCH AND ENGLISH.

Passages for translation from French into English and from English into French.

A composition in French on one of several prescribed subjects.

Text book recommended: Fraser and Squair's French Grammar.

LATIN.

An exact and thorough, though not necessarily extensive, knowledge is required.

The examination will include the following: Questions on the declension of nouns, pronouns and adjectives, the rules of gender and the more frequent exceptions, the comparison of adjectives and adverbs, and the conjugation of the verb.

Translation of short sentences into Latin illustrating such principles as the following: The more common uses of the cases; the accusative with the infinitive; the subjunctive in simple sentences; the dependent question; final and consecutive clauses: verbs of fearing; the gerund and passive periphrastic; and the conditional sentence.

Translation of short sentences from the Latin to illustrate more difficult constructions.

Translation into idiomatic English of continuous passages of prose and verse. The easier parts of Cæsar's *Bellum Gallicum* and of Virgil's *Æneid* are considered of suitable difficulty. Questions pertinent to the understanding of the passage will be asked and an option of passages will be offered.

Text book recommended: Latin Lessons for Beginners (W. J. Gage & Company, Toronto), by Robertson and Carruthers.

GERMAN.

Translation at sight from German into English. Several passages will be given, which will call for a fairly extensive acquaintance with the language of modern narrative, description, conversational, historical and commercial prose, and of ordinary poetry.

Translation from English into German, including sentences involving an accurate knowledge of grammar and syntax, a connected passage of ordinary prose, and a business letter.

The writing of an original composition should be not more than one page of foolscap in length.

Text books recommended: Van der Smissen's or Joynes Meissner's Grammar.

HISTORY.

The salient features of the history of England from 1689 to 1885, with special reference to matters affecting Canada.

The salient features of the history of France from 1713 to 1815, with special reference to matters affecting Canada.

The salient features of the history of the United States, with special reference to matters affecting Canadian interests.

The history of Canada since 1608 with special reference to economic and political matters.

POLITICAL SCIENCE.

The examination will require a knowledge of the elements of the theory of the state and of the structure and working of modern governments. Among the topics will be included: the origin of the state, the form and classification of states, international relations, the provinces and function of government and the relations of the state to the individual and the structure and actual working of national and local governments of modern states, especially of Great Britain, France, the United States and Canada.

An acquaintance with the main features in the development of political theory will also be expected.

Reference may be made to such current text-books as Leacock's *Elements of Political Science*, Gettell's *Introduction to Political Science*, Garner's *Introduction to Political Science*, and Pollock's *Introduction to the History of the Science of Politics*, with the further reading suggested in the bibliographies of these texts.

ECONOMICS.

The candidate will be expected to be familiar with the general principles of economic theory in the fields of the production, exchange, distribution and consumption of wealth, with the application of these principles to such concrete questions as money and banking, international trade and tariffs, industrial organizations, corporations and trusts, trade unionism and labour problems, state and municipal activities in the industrial field, public finance and taxation.

An outline knowledge of the economic history of Great Britain and of Canada will also be required.

Guidance will be found in such treatises as Ely's *Outlines of Economics*, Marshall's, Gide's, Taussig's, Fetter's or Seligman's *Principles of Economics*, Seager's *Introduction to Economics*, or in Mill's classic, *Principles of Political Economy*.

GEOGRAPHY.

NOTE.—Candidates are expected to possess a good idea of the geography of the Dominion, and a wider knowledge of their respective provinces. As to other countries, candidates should have a fair general know-

ledge, though less comprehensive. Special attention should be paid to the geography of the British Isles and that of the United States, chiefly the States bordering on Canada. The entire curriculum may be divided thus:—

1. Political Geography.
2. Physical and Mathematical Geography.
3. Commercial Geography.

1. Political Geography.

- (a) Statistical:
 1. Population and Areas.
 2. Budget, Military Forces, etc.
- (b) Ethnography:
 1. Races and Families.
 2. Languages and Instruction.
 3. National Character.
- (c) Government:
 1. Sovereign, Ruler or Chief.
 2. Powers: Legislative, Executive and Judicial.
- (d) Divisions:
 1. The Country: Provinces, States or Departments.
 2. Subdivision into counties or districts.
- (e) Cities and Towns:
 1. Population.
 2. Situation.
 3. Peculiarities.

2. *Physical and Mathematical Geography.*

(a) Position and Boundaries of the different countries.

(b) The Waters:

1. Oceans, Seas and Tides.
2. Gulfs, Straits and Bays.

(c) The Earth:

1. Islands, Peninsulas, Isthmuses, Capes.

(d) Physical Aspects:

1. Mountain Chains, Peaks; their altitude.
2. Volcanoes; their causes and their effects.
3. Plateaux, Plains, Valleys, their origin and influences.

(e) Hydrography:

1. Lakes, Rivers; their affluents and confluents.
2. Basins and Watersheds.

(f) Climate:

1. Temperature; changes and causes.
2. Clouds, Humidity, Snow and Rain.
3. Relative length of days and nights.

(g) Solar system:

1. The Sun, The Moon, The Stars.
2. Distance of Planets from the Earth.
3. The Earth's Rotation, the Seasons.

(h) The Globe:

1. Circles, Spheres, Meridians.
2. Tropics, Zones, Equator.
3. Latitude and Longitude.

3. Commercial Geography.

(a) Industries:

1. Agriculture, Animal and Vegetable Products.
2. Manufactures: Food, Textiles, Building Material.
3. Mines and Quarries, Metallurgy, etc.

(b) Commerce:

1. (a) Domestic nature of.
(b) Means of communication; land and water.
(c) Railways and Canals.
2. (a) Foreign Value of; Countries of Exchange.
(b) Imports and Exports.
(c) Ports of Entries; Merchant Marine.

(c) Places best adapted to:

1. Industries in general.
2. Agricultural and lumbering.
3. Mining and Fisheries.

Text books recommended: The Ontario School Geography (The Educational Book Co., Toronto), and Lyde's Commercial Geography (The MacMillan Company).

GENERAL PHILOSOPHY.

1. Candidates will be examined on the History of Modern Philosophy from Descartes to Kant.

Text book recommended: Falckenberg's History of Philosophy, pp. 80-418.

2. They will also be examined on the principles of (a) Metaphysics, (b) Psychology and (c) Ethics.

Text books recommended: (a) Mackenzie's Elements of Metaphysics, (b) James' Psychology (briefer course), or Stout's Manual of Psychology, (c) Mackenzie's Manual of Ethics, or Palmer's The Field of Ethics.

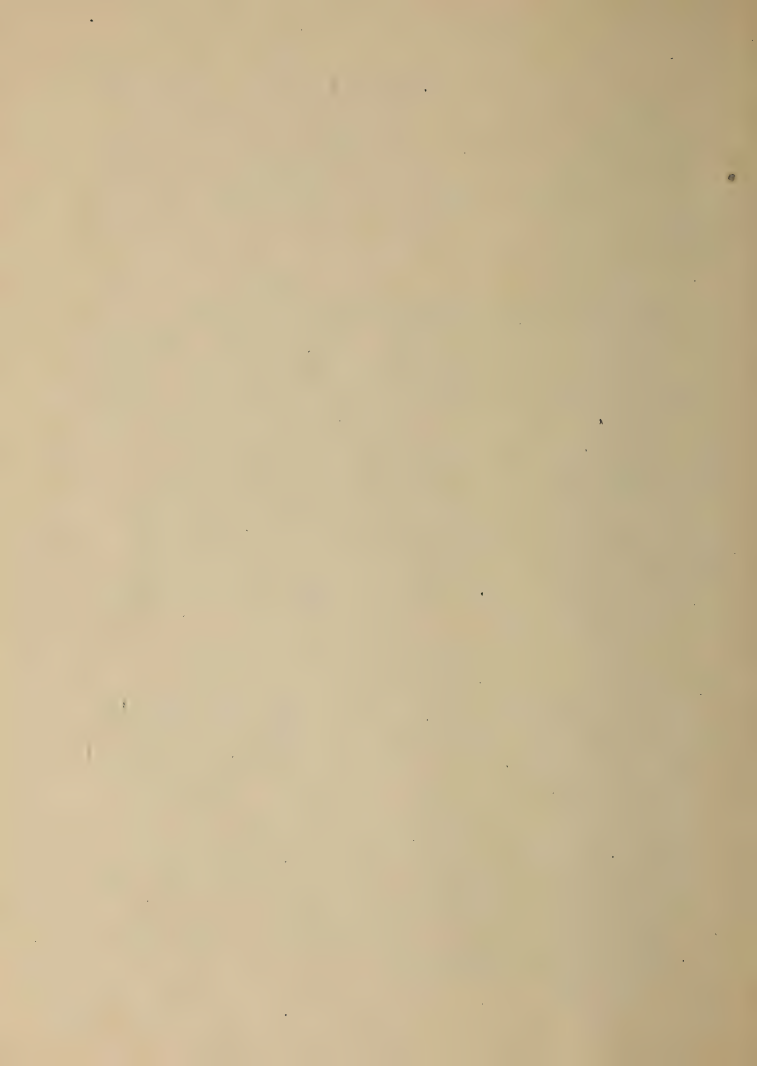
ENGLISH LAW.

A general knowledge is expected of the main branches of public or constitutional law, of criminal law, and of such parts of commercial or mercantile law as have been introduced into our system, including the law of bills and notes, of evidence in commercial cases, and the law of merchant shipping, and any other branches chiefly derived from English sources.

The subject of municipal law is also referred to as contained in the Municipal Code, the Cities and Towns Act, or the articles of the Revised Statutes of Quebec, 1909, embodying the same, and a slight knowledge of special charters granted to Cities and Towns outside of the general Acts.

CIVIL LAW.

The Civil Code of Lower Canada, and such parts of the Code of Civil Procedure as deal with simple actions taken before the Courts, chiefly procedure before the superior Court, including seizures and attachments before and after judgment, and Capias ad Respondendum. The student is required to have a knowledge of the general sources from which our Civil Law is derived, namely, the Custom of Paris, the Ordinances of the French Kings, and the Roman Law as treated by French authors before the cession of this country to the British Crown.



TEMPORARY EMPLOYMENT.

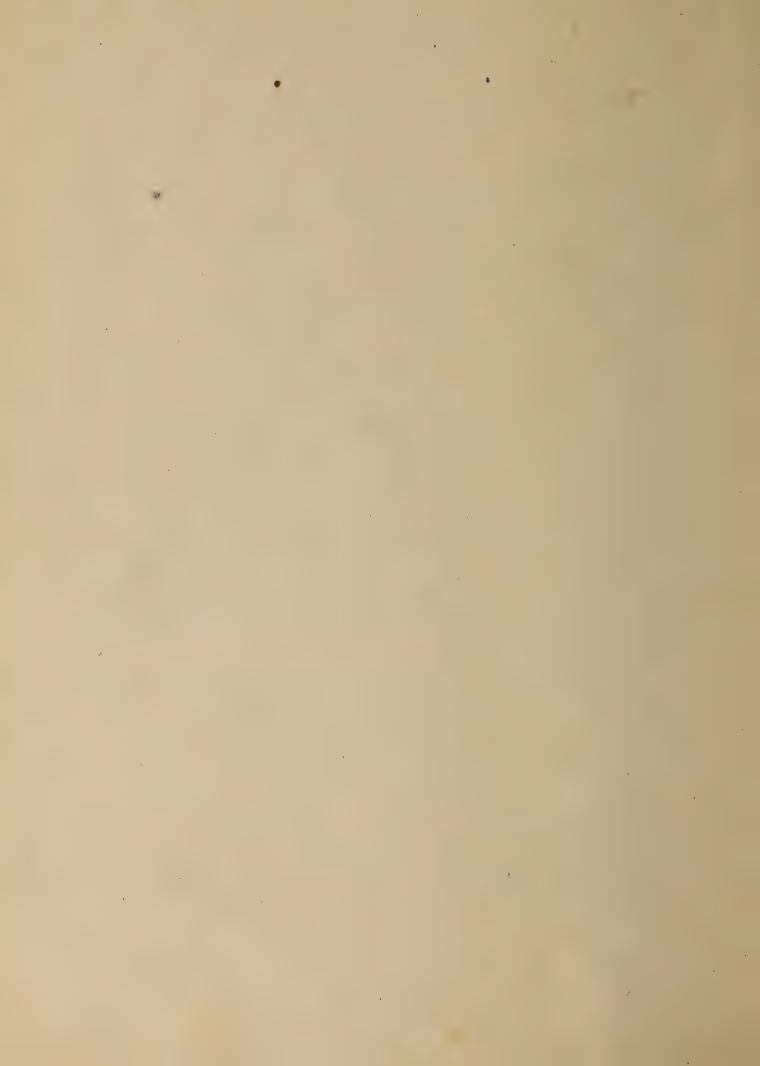
31. NATURE OF APPOINTMENTS. Temporary appointments, which are limited to six months in any one fiscal year, are required to meet the needs of the departments, arising chiefly from the following causes:—(a) absence of clerks on regular or special leave; (b) temporary pressure of work; (c) the expansion of the regular work of the departments.

32. QUALIFICATIONS OF CANDIDATES. Most of those appointed for temporary employment may be classified as follows:—(a) those successful at previous examinations who have not yet received permanent appointments; (b) those who secured more than the minimum of marks qualifying for selection, but who did not come within the numbers required for permanent appointments; (c) those going up for the next semi-annual examinations whose previous records indicate the likelihood of their being successful candidates; (d) university students and others whose qualifications are obviously above the requirements for the Third Division.

33. TESTS FOR TEMPORARY EMPLOYMENT. Where a large number of applicants are available a test is sometimes prescribed, and selections are made from the list of successful candidates in order of merit.

34. FEE. No fee is required for such a test.

35. APPLICATION FORMS. The proper form for making application for temporary employment may be obtained from the Secretary of the Civil Service Commission, Ottawa. Ask for the "Temporary" application form.



5. Special Positions.

36. NATURE OF EXAMINATIONS The examinations or tests for special positions deal with executive ability and tact, such special or professional training as may be required, and a successful experience in duties similar to those pertaining to the position to be filled. They may or may not involve written answers to questions. Candidates are generally required to furnish statements of their experience and qualifications, and, in some cases, to submit samples of their work.

37. FEE. When the special examination takes the form of a competitive test involving written answers to questions a fee of \$8.00 is payable at the time of making application. A candidate who pays this fee, but who does not present himself for examination, will receive a refund of \$4.00.

38. TIMES OF EXAMINATION. Examinations or competitions for special positions are not held at any fixed intervals, but only at such times as positions become vacant.

39. PLACES OF EXAMINATION. Examinations are held only at such places as the Commissioners consider necessary, but when technical subjects are involved and scientific apparatus necessitated, the Commissioners arrange, as far as possible, for at least one place in each province where the examination may be taken.

40. MAILING LIST. Persons desiring to receive notices respecting special positions for which applications are from time to time invited, may have their names entered on the mailing list of the Commission

by forwarding their request to the Secretary, and stating the nature of the positions in which they are interested.

41. APPLICATION FORMS. The proper form for making application for special positions may be obtained from the Secretary of the Civil Service Commission, Ottawa. Ask for the "Special" application form.

42. RESULTS OF COMPETITIONS. Candidates who have entered applications in competitions for special positions are notified when the successful competitors are selected.

**Examinations for Promotion in
the Inside Service**

1. General Information.

43. Candidates who are recommended by the head of their department for promotion, other than from the Third to the Second Division, may or may not be required to undergo an examination. Such examinations as may be held have reference both to the requirements of the subdivision to which the promotion is to be made, and the special duties of the position to be filled. Where there are two or more candidates for the same vacancy, the examination is competitive. Candidates who are recommended for promotion from the Third to the Second Division are required to undergo a special promotion examination, particulars of which are given in sections 45-48, pages 49-50.

2. Examination for Promotion from Subdivision B to Subdivision A of the Third Division.

44. Successful candidates at the Stenographers and Typewriters' Examinations who have not already passed the Third Division Examination in the subjects of Geography, Arithmetic and History, are required to obtain 50 per cent in Arithmetic, and 60 per cent on the total of the three subjects before they are regarded as eligible for promotion from subdivision B to subdivision A of the Third Division

A fee of \$2.00 is payable at the time of making application. A candidate who pays this fee, but who does not present himself for examination, will receive a refund of \$1.00. The examination may be taken at the same time as the regular Third Division Examination.

3. Examination for Promotion from the Third to the Second Division.

45. **QUALIFICATIONS OF CANDIDATES.** The special *qualifying* examination for promotion from the Third to the Second Division can be taken only by clerks who have been appointed on or before September 1, 1908. Clerks appointed since that date, who desire to enter the Second Division, must take the regular *competitive* entrance examination, and must comply with the provisions of the law respecting age, health and character. Particulars of this examination are given in sections 24-30, pages 17-37.

46. **SUBJECTS OF EXAMINATION.** Candidates are required to take all the subjects of Group A of the regular Second Division examination; any three subjects from Group B of the regular Second Division examination; and two papers on "Duties of Office" with reference to the work of the department in which they are engaged. The curriculum showing the ground to be covered in each subject is given in section 30, page 19.

The maximum number of marks in each subject is 100, except in Writing, in which it is 50.

In order to be successful, candidates are required to obtain 40 per cent in each subject of Group A, and 60 per cent on the whole group; 30 per cent in each subject chosen from Group B, and 40 per cent on the total marks assigned to the three subjects; and 50 per cent on each of the "Duties of Office" papers.

In the case of a candidate who fails to obtain the necessary total of 40 per cent on the three subjects selected from Group B, but who obtains more than 50 per cent on the "Duties of Office" papers, the marks above 50 per cent may be added to the total obtained on the three subjects from Group B, in order to raise this total to the necessary standard of 40 per cent, provided that the candidate has obtained the necessary minimum in every subject of Group B.

Where a candidate, who has obtained the aggregate marks required, fails in one subject only, such subject not being one of the papers on the work of the department, the candidate may, on the recommendation of the deputy head of the department, complete the examination by writing on that subject alone at the ensuing examination. The minimum standard required on the subject is 50 per cent if the subject is in Group A; and 30 per cent if the subject is in Group B.

Where a candidate fails only in the aggregate of Group A, he may, on the recommendation of the deputy head of the department, complete the examination by writing on that group alone at the ensuing examination.

47. FEE. A fee of \$3.00 is payable at the time of making application. A candidate who pays this fee but who does not present himself for examination, will receive a refund of \$1.50.

48. TIMES OF EXAMINATION. The examination may be taken either in May or November at the same time as the regular Second Division examination.

4. Other Promotion Examinations.

49. The fees for the other promotion examinations which may be held are as follows:

From Subdivision B to Subdivision A of the	
Second Division.....	\$4 00
For higher divisions.....	5 00

Examinations for the Outside Service

1. Preliminary Examination.

50. QUALIFICATIONS OF CANDIDATES. Candidates must

(a) be of the full age of 15 years at the time of examination.

(b) supply the required certificates respecting health, character and habits.

Candidates are however advised to read carefully section 83, page 74.

51. SUBJECTS OF EXAMINATION. The subjects of examination are writing, spelling (including dictation) and the first four rules of arithmetic. The standard required is about that of public school work.

The maximum number of marks in each subject is 100.

In order to be successful, candidates must obtain 40 per cent in each subject and 50 per cent on the whole examination.

52. FEE. A fee of \$2.00 is payable at the time of making application. A candidate who pays this fee but who does not present himself for examination, will receive a refund of \$1.00.

53. TIMES OF EXAMINATION. The examinations are held twice a year, in May and November. They last one day.

54. PLACES OF EXAMINATION. The places where examinations are held are given in section 10, page 11.

55. APPLICATION FORMS. The proper form on which to make application for examination may be obtained by writing to the Secretary of the Civil Service Commission, Ottawa. Ask for the "Preliminary" application form. .

Application for both the Preliminary and Qualifying Examinations may be made on the one form.

2. Qualifying Examination.

56. QUALIFICATIONS OF CANDIDATES. Candidates must

(a) be of the full age of 18 years at the time of examination;

(b) supply the required certificates respecting health, character and habits.

Candidates are, however, advised to read carefully section 83, page 74.

Candidates are not required to take the Preliminary Examination before trying the Qualifying.

57. SUBJECTS OF EXAMINATION. The subjects of examination are writing, copying manuscripts, spelling (including dictation), arithmetic, geography, history and composition. The ground to be covered in each subject is the same as that given in section 13, page 13.

The maximum number of marks in each subject is 100, except in writing and copying manuscripts, in each of which it is 50.

In order to be successful, candidates are required to obtain 40 per cent in each subject, and 50 per cent on the whole examination.

Candidates at the Qualifying Examination who fail in only one subject, but who obtain the necessary total of 300 marks, are allowed to write on that one subject at the next ensuing examination, but not

afterwards. In order to be successful, they must then obtain 40 per cent on that subject. The necessary application forms will be sent them by the Commission in due course. Candidates who fail in more than one subject, or on the total, must write on all the subjects if they come up for examination again.

58. FEE. A fee of \$4.00 (or \$2.00 for one-subject examination) is payable at the time of making application. A candidate who pays this fee, but who does not present himself for examination, will receive a refund of one-half the amount of his fee.

59. TIMES OF EXAMINATION. The examinations are held twice a year, in May and November. They last two days.

60. PLACES OF EXAMINATION. The places where examinations are held are given in section 10, page 11.

61. APPLICATION FORMS. The proper form on which to make application for examination may be obtained by writing to the Secretary of the Civil Service Commission, Ottawa. Ask for the "Qualifying" application form.

Application for both the Preliminary and Qualifying Examinations may be made on the one form.

**Examinations for Promotion in
the Outside Service**

1. Customs Promotion Examination.

62. An examination for promotion in the Outside Division of the Customs Service is usually held in May at the same time and places as the regular Qualifying Examination. Candidates must be recommended for promotion by the Department of Customs.

63. The subjects of examination are writing, spelling, composition, arithmetic, and one paper on the work on which the candidate for promotion is engaged.

The ground to be covered in the first four papers is the same as for the Third Division Examination. (See section 13, page 13.)

The maximum number of marks in each subject is 100, except in writing, in which it is 50.

In order to be successful, candidates must obtain the following percentages:—

Third class men must obtain 30 per cent in each subject except Duties of Office; 50 per cent in Duties of Office; and 50 per cent on the whole examination.

Second class men must obtain 40 per cent in each subject except Duties of Office; 60 per cent in Duties of Office; and 60 per cent on the whole examination.

First class men must obtain 50 per cent in each subject, except Duties of Office; 70 per cent in Duties of Office; and 70 per cent on the whole examination.

Any candidate who fails in only one subject, but who obtains the necessary total, is allowed to write on that one subject at the next ensuing examination, but not afterwards. The minimum mark in that subject will then pass him.

64. A fee of \$2.00 is payable by each candidate.

2. Excise Promotion Examination.

65. The promotion examinations for the Excise Branch of the Department of Inland Revenue are conducted under the direction of the Civil Service Commission. Candidates desiring to write on these examinations must obtain the permission of the Department of Inland Revenue.

66. A fee of \$2.00 is payable by each candidate.

3. Post Office Promotion Examinations.

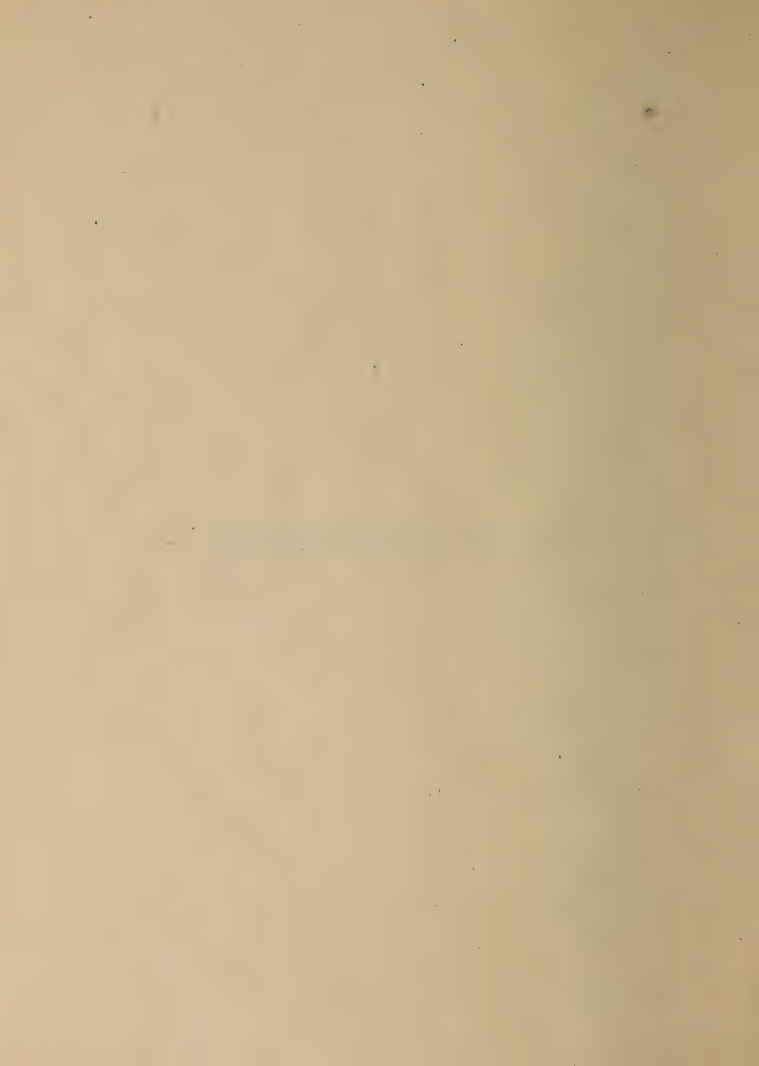
67. Third class clerks who have passed the Preliminary Examination only are required to pass the regular Qualifying Examination for the Outside Service before they can receive a salary of more than \$1,000 a year.

68. Railway Mail Clerks are required to pass the regular Qualifying Examination for the Outside Service before they can receive a salary of more than \$1,000 a year.

69. Third class clerks who have been appointed without examination must pass either the Preliminary or the Qualifying Examination before they can receive a salary higher than the maximum of their class.

70. Railway mail clerks who have been appointed without examination must pass either the Preliminary or the Qualifying Examinations before they can receive an increase.

General Information.



GENERAL INFORMATION.

71. **NO INFLUENCE TO BE USED.** Section 42 of the Civil Service Act provides that no person shall, directly or indirectly, solicit or endeavour to influence a member of the Commission with respect to the appointment of any person to the Service.

Any person who, directly or indirectly, solicits or endeavours to influence a member of the Commission in favour of his appointment, will be deemed to be unworthy of such appointment, and it will not be accorded him; and if he is employed in the Civil Service, he will be liable to immediate dismissal.

72. **EXEMPTIONS FROM EXAMINATION.** There is no exemption from the examinations for the Inside Service. Appointments in the Inside Service being made on the basis of merit as shown in open competitive examination, it follows that university degrees, educational certificates, or certificates obtained at Outside Service Examinations, cannot be accepted in lieu of the examinations for the Inside Service.

Graduates of Canadian Universities and of the Royal Military College are exempt from examination for the Outside Service. Any such graduate who desires to be placed on the list of persons eligible for employment in the Outside Service, should forward his diploma or certificate, for registration, to the Secretary of the Civil Service Commission, Ottawa. Matriculation or Teacher's Certificates are not accepted in lieu of examination.

73. NOTICE OF VACANCIES AND EXAMINATIONS. All the general examinations, and any special examinations or competitions which may be held, are advertised in the *Canada Gazette*, and the notices are usually copied in the leading newspapers throughout the country. Notices regarding the regular semi-annual examinations state the number and nature of the vacancies to be filled, and are usually published about the beginning of March and September. A copy will be sent to any one desirous of receiving the same, who files his or her name and address with the Commission. Persons desiring to receive notices respecting special positions for which applications are invited, may have their names entered on the mailing list of the Commission by advising the Secretary of the nature of the positions in which they are interested.

74. EXAMINATIONS IN ENGLISH AND FRENCH. Any examination may be written in either English or French at the option of the candidate, but all the subjects of the examination must be written in the one language which the candidate has selected.

75. POSITIONS FOR MEN AND WOMEN. Although any of the examinations, except where otherwise stated, are open to women as well as men, most female candidates for the Inside Service write upon the Third Division or the Stenographers' examination. Positions in the Second Division are as a rule, open to men only. (See section 24, page 17.)

76. WRITING ON MORE THAN ONE EXAMINATION AT THE SAME TIME. Candidates are allowed to write on more than one examination at the same time pro-

vided the days of examination do not conflict. The examinations begin on the second Monday in May and November. The days on which the different examinations are held are as follows:—

Lower Grade examination: Tuesday.

Third Division or Stenographer's examination:
Wednesday, Thursday and Friday.

Second Division examination: Monday, Tuesday,
Wednesday, Thursday, Friday and Saturday.

Preliminary examination: Tuesday.

Qualifying examination: Wednesday and Thursday.

77. OLD EXAMINATION PAPERS. Copies of old examination papers are contained in the Annual Reports of the Civil Service Commission, which may be obtained from the King's Printer, Ottawa. Remittances for old examination papers should be addressed to the King's Printer, Ottawa, not to the Civil Service Commission. The prices of the reports are:—

First Report (1908–1909).....	10 cents.
Second Report (1909–1910).....	15 “
Third Report (1910–1911).....	20 “
Fourth Report (1911–1912).....	15 “
Fifth Report (1912–1913).....	15 “
Sixth Report (1913–1914).....	15 “

78. COURSES OF STUDY. The Commission cannot and does not recommend any particular school, college or course of preparation; nor does it prescribe the use of any particular kind of typewriter, or system of handwriting or shorthand.

79. FILING APPLICATIONS. Application forms, duly filled in, and accompanied by the necessary fee, must be filed at the Civil Service Commission not

later than the 15th of April for the May examinations, and not later than the 15th of October for the November examinations.

Candidates at any examination who have furnished certificates of age, health, and character at the *last previous* examination, are not required to supply them again. They must, however, state definitely the time and grade of the examination at which they were previously supplied. Temporary employees (Inside Service only) are not required to again furnish certificates of health or character, but must supply a certificate of age.

An acknowledgment of the receipt of an application form is sent the candidate, and any candidate who does not receive an acknowledgment within a reasonable time should write to the Secretary of the Civil Service Commission, Ottawa.

An order for admission to examination is sent to each candidate at least ten days before the examination. It contains instructions as to the time and place at which candidates should present themselves for examination. Candidates at the regular semi-annual examinations who do not receive such admission orders within the first few days of the month in which the examination is to be held, should notify the Commission immediately.

80. EXAMINATION RESULTS. The results of the general examinations are usually published about the 15th June and 15th December. A statement of marks is sent to each candidate.

Certificates are not issued to successful candidates at the Inside Service examinations. Successful

candidates at the Preliminary and Qualifying examinations, however, receive certificates of proficiency, which are forwarded to them as soon as possible after the results are published.

81. **APPEALS AGAINST EXAMINATION RESULTS.** Any candidate, except for the Second Division examination, who considers that his answer papers have not been correctly valued, may make application to the Commission to have them re-read. Such an appeal must be filed with the Secretary of the Civil Service Commission within one month after the publication of the results of an examination. The appeal should also be accompanied by a fee of \$3.00 in the case of the Lower Grade, Third Division, Stenographers', Preliminary or Qualifying examinations and a fee of \$5.00 in the case of higher examinations. If the appeal is sustained, the fee will be returned.

82. **APPOINTMENTS IN THE INSIDE SERVICE.** The competitive examinations for positions in the Third and Second Divisions are held to fill a certain number of vacancies, and candidates who are declared successful in these examinations are certain to receive permanent appointments.

It is to be observed, however, that only as many candidates as come within the number of vacancies advertised are regarded as successful, notwithstanding the fact that others may have obtained the minimum percentages prescribed by the regulations. All candidates who obtain these minimum percentages are ranked in order of merit according to the total number of marks received, and the successful competitors are taken from the top of this list down

to the number required. Those below this number are considered unsuccessful, whether or not they have obtained the prescribed minimum percentages, and are not then or thereafter regarded as eligible for permanent employment until they have competed successfully at a future examination.

Successful candidates at the Lower Grade examinations, that is, candidates who have obtained the prescribed minimum percentages, are regarded as qualified for employment, but as these positions are filled by nominations from the departments, the Commission does not undertake to provide positions in the lower grades.

83. APPOINTMENTS IN THE OUTSIDE SERVICE. Although the Civil Service Commission conducts the examinations for the Outside Service, it has nothing to do with appointments thereto, or promotions or transfers therein, which are made by the different departments; and it is useless for a successful candidate at an Outside Service examination to write to the Commission for an appointment. Information respecting positions, salaries, etc., may be obtained from the Deputy Minister of the department in which employment is desired. Letters asking for information regarding positions or salaries in the Outside Service of the Departments of Customs and Inland Revenue, and of the Post Office Department, should be addressed as follows: Commissioner of Customs, Ottawa; Deputy Minister of Inland Revenue, Ottawa; Deputy Postmaster General, Ottawa.

The following are the age limits at present in force in connection with appointments to the Outside Service.

Department of Customs.

Messengers, sorters, porters, packers and tide-waiters are usually required to be between the ages of fifteen and thirty-six at the time of appointment.

Third class clerks, landing waiters, and lockers are usually required to be between the ages of eighteen and thirty-six at the time of appointment.

Department of Inland Revenue.

Messengers, assistant inspectors of weights and measures, stenographers and typewriters, and third-class excisemen must be of the full age of eighteen years at the time of appointment, and are usually required to be within a maximum age limit of forty years.

Post Office Department.

Messengers, porters and packers must be between the ages of eighteen and forty at the time of appointment.

Railway mail clerks must be between the ages of eighteen and thirty at the time of appointment.

Third-class clerks in city post offices must be between the ages of eighteen and thirty-six at the time of appointment.

84. Before being permanently appointed to the Inside Service, successful candidates are required to furnish the Commission with

(a) a certificate of good health, to be obtained from one of the medical examiners designated by the Commission. The fees for this certificate are: for messengers, sorters, porters, packers, and temporary clerks,

\$2.00; for clerks in the Third Division, \$3.00; for clerks in the Second and First Divisions, \$5.00.

(b) references to at least three reputable persons who are able to give adequate information as to character and habits.

(c) satisfactory proof as to age.

85. **APPOINTMENT ON PROBATION.** The first six months which a candidate serves in a permanent position are regarded as a period of probation. Misconduct or inefficient service during this period may result in the rejection of the unsatisfactory clerks. This rejection may take place at any time after two months from the date of assignment, and before the expiration of the six months. After the person selected has served a probationary term of six months, he is regarded as permanently accepted for the Service.

86. **SALARY ON APPOINTMENT.** The salary on appointment to a clerkship in any subdivision is usually the minimum salary of that division. In special cases, where the qualifications required are of an exceptional character, an increase is sometimes added to the minimum salary.

87. **ANNUAL INCREASES.** An annual increase of \$50, up to the maximum of the subdivision, is given to each officer, clerk or employee in the lower grades, Third or Second Division unless the official record shows that he is undeserving of the same. As annual increase of \$100 is granted to officers of the First Division.

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